**RUTLAND FREE LIBRARY BOARD OF TRUSTEES**

**11/18/2020**

**Meeting at Rutland Free Library Fox Room**

**Attending:** Jennifer Bagley \_X\_; Chris Booth \_X\_\_; Barry Cohen \_X\_; Clare Coppock \_X\_; Sharon Courcelle \_X\_; Anita Duch \_X\_ ; Sherri Durgin-Campbell\_A\_\_; Allyn Kahle \_X\_\_; William Notte \_X\_; Ed Ogorzalek \_X\_; Catherine Picon \_\_X\_; Stephanie Romeo\_X\_; Olivia Tipton\_X\_\_; Nancy Wennberg \_X\_\_\_; Randal Smathers\_X\_; Amy Williams \_X\_ (X is present, A is absent)

Presiding: \_\_\_\_Sharon Courcelle\_\_\_\_\_Secretary: \_\_\_\_Clare Coppock\_\_\_\_\_\_\_\_\_\_

**Agenda Addition(s):** None

**Acceptance of Meeting Minutes:** Jennifer moved, Will seconded and the 10/21/2020 minutes were approved unanimously.

**Financials (report and committee):** Barry presented October financials with actual budget very similar to proposed budget with the following variables: Fox Fund higher with a 13th payment; contributions higher; staff expenses “on budget”, even with the retroactive payback to the admin staff; continued increased spending on electronics; BOTTOM LINE: budget is “break even”, the Balance Sheet is healthier than Oct 2019 with adequate cash on hand and investment growth. Ed moved, Nancy seconded and the financial report was approved unanimously.

**Director & Assistant Director Updates:**

Randal: Jessica and June are both out on leave, which has created some staffing shortages. Thanks to the Development Committee on their fantastic job with the author series and the Annual Appeal letters have been sealed and sent off. We are very close to going back to curbside only with the current pandemic numbers. 75-80% of libraries in the state are curbside only, so we are an anomaly.

Amy: The state dept of libraries focus on sending “Library of Things”, non-library items for distribution by libraries, has created challenges. Mary Mellow, volunteer coordinator, has decided to step out of that role, though she is still volunteering along with 5 others. Other programs that have happened include the Halloween Story Walk, and Kelli Ettori’s Zoom Yoga on Wednesdays, at 10.

**Committee Reports and Actions:**

**Executive:** to be discussed in executive session

**Personnel:** Did not meet

**Development:** High praise for the 1st children’s ZOOM with RIS. PEG can not handle 3 “guests”, so need to find another venue for the AJ/Lenny/Uncle Dave event.

1000 mailers were stuffed and sent out on Tuesday.

**Building:** #2 boiler isn’t functioning. Unable to get a plumber response. Ron to replace part, which has yet to arrive

**Policy & Planning:** Will moved, Jennifer seconded removing a sentence from the “Confidentiality of Patron Records” to match state statutes. Approved unanimously. Upcoming agenda includes “Document Retention” and “adopting gender neutral language” in all policies.

**New Business: None**

Will moved, Jennifer seconded to move into Executive Session to include Amy at 5:43.

Chris moved, Will seconded to end Executive Session at 7:03

**Adjournment:** 7:04

**Next Board Meeting: Wednesday, December 16, 2020 @ 5:15 pm**